

6 STACKING SUGGESTIONS

1 Before stacking any materials, it is important that the material type, height and weight are given consideration.

2 Keep items within reach. Stacking materials too high or too deep on a shelf will increase the risk of injury when materials are being manually moved.

3 If a skid is to be used, inspect the skid for damage.

4 When stacking drums, barrels, and kegs, use a symmetrical pattern. If they are to be stacked on their ends, use a sheet of plywood or skid inserted between the levels to provide stability and an even surface for each level. When stored on their sides, block the bottom tier to prevent the bottom drums from rolling out from under the load.

5 When stacking bags or bundles, use interlocking rows to increase the stability of the load.

6 All cylindrical materials such as structural steel, poles, and tubing must be stacked and blocked to prevent spreading or tilting. Pipes, bars, and tubing should be stored in racks that run parallel to the warehouse aisles to eliminate a safety hazard for those who use the aisles.

Materials Handling

The best way to avoid back injury when moving materials is to get help — mechanical, hydraulic, electrical or pneumatic.

When you have to do manual lifting, use these techniques:

- Prior to lifting materials, assess each load for weight, sharp edges, slivers, and wet or greasy spots.
- Also assess your route to ensure it is clear of clutter, spills and obstructions.
- Always lift with your legs, not your back.
- Squat as close as possible to the material load.
- Approach the load by bending your knees, not your back.
- After securely grasping the load, lift to an upright position by straightening your legs. Your preferred range of motion is between your knees and your waist. Lifting outside of this range increases strain on the body and chance of injury. Lifting from all other positions requires extra force.
- If the load is blocking your position, use another method of transportation.
- If twisting is required, shuffle with your feet; do not twist with your waist.
- When setting the load down, always reverse the lifting procedure using your legs as the primary muscle group moving the material.

TEAM TACTICS

If the load requires a team to lift the material, choose team members who are of similar size and strength. Appoint one leader to direct the team and issue lifting, moving and setting down commands. Try to equally distribute the load among all team members.



If you are unsure of...

- what protective equipment you should be wearing;
- how to operate hand carts or forklifts;
- how to lift properly, or;
- how to store materials

...talk to your supervisor.

HANDY HANDCARTS

- Use the right cart for the job. Do you require a two-wheel, three-wheel, or four-wheel handcart? If you are unsure as to which type to use, ask your supervisor.
- Consider the path you will be taking prior to moving the load. If the floor is uneven, cracked or etched, or when you are required to move the load up or down a ramp, you'll need to make the load lighter. When you move the load, do not travel faster than walking speed.
- If you have to exert yourself for more than five seconds to get the load moving, then the load is too heavy or you are using the wrong handcart. Remember, never strain yourself when moving a load. A strain can occur in a matter of seconds, but keep you off the job for weeks.
- Push, don't pull handcarts. Workers can sustain a serious heel injury with a cart run-up.

Sacks should also be lifted using opposite corners. But once the sack has been lifted, it should be shifted so that it rests against your hip or stomach so you can swing the sack up and over your shoulder. If you cannot swing it over your shoulder, then the sack is too heavy.

Irregular objects can be shaped irregularly or unevenly weighted. Such objects require special solutions. If the object is unwieldy and you can't securely grasp and lift it, then you should seek assistance and/or use a handcart.

Long objects such as pipes and tubing should be carried by two or more persons when possible, walking in step. If you handle it alone, keep the front end as high as possible.